



KING COUNTY
ELECTRONIC HEALTH RECORD PROJECT MANAGER
(INFORMATION SYSTEMS ANALYST III)
PUBLIC HEALTH- SEATTLE & KING COUNTY
CHARS/JAIL HEALTH SERVICES
Annual Salary Range \$57,616 - \$81,307
Job Announcement No: 04MH4255TLT
OPENS: 5/5/04 CLOSSES: Open Until Filled

WHO MAY APPLY: This Term Limited Temporary (TLT) position is open to qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Judy MacCully at (206) 296-1088 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), [data sheet](#), resume, and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: King County Correctional Facility, 500 Fifth Ave., Seattle and Regional Justice Center, 620 West James, Kent.

WORK SCHEDULE: This TLT position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

DURATION: This Term-Limited Temporary position is benefit eligible and has an expiration date of April 2007.

PRIMARY JOB FUNCTIONS INCLUDE: Serve as the project manager for the Jail Health Services Electronic Health Record (EHR) project. This position will lead a Jail Health Services (JHS) team through development of requirements matrix, vendor selection, installation, workflow consultation, system configuration and customization, training, testing, go-live, and post-go-live follow up. This person will manage and oversee all aspects of the EHR project including but not limited to project administration, requirements gathering, coordination of business process re-engineering, managing multi-disciplinary teams, project budget tracking, and interacting with all levels within the organization. This position reports to the Operations Manager of Jail Health Services and the Chief of Health Operations and matrixes with the health department's information systems section. This position is responsible for project management including all phases of a project life cycle including the responsibility for scope management, risk assessment, schedule, budget, RFP process, vendor selection process, system implementation and training for the JHS Electronic Health Records system. This position requires a self-motivated project leader with expertise in large scale, enterprise wide system implementations, well-organized manager, and someone who possesses excellent problem solving, written and oral presentation skills. The successful candidate must be a confident and capable project manager and communicator, able to see and understand the big picture while attending to the details, with a capacity to learn and to educate others.

The incumbent serves as a project manager and technical expert with unique skills for responsibility in the areas of planning, systems development, and implementation. Representative functions include:

- Responsible for the successful development of system requirements selection and the implementation of a Jail Health Services Electronic Health Record system.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Work effectively with a range of professionals within Jail Health Services and Public Health, including nurses, physicians, PH IT technicians and management, JHS administration, systems engineers, and interface specialists. Clinical and/or Operations experience is strongly preferred.
- Consult with divisions, clinicians, and staff to facilitate business process re-engineering necessary to ensure that EHR system designs meet expectations.
- Develop project scope and project requirements by gathering and analyzing business and technical needs.
- Development of Request for Information (RFI), Requests for Proposals (RFP), and chair the vendor evaluation team. Work closely with PH IT management on the technical requirements for inclusion in the RFP.
- Lead teams consisting of technical and non-technical members through all phases of the project that include scope development, information gathering, analysis, budget preparation, RFP issuance and evaluation process, system implementation activities including verification/testing activities, and post implementation follow-up.
- Ensure all documentation and technical standards meet Public Health's and the Office of Information Resource Management's requirements.
- Monitor project status and schedules, and prepare monthly project monitoring reports. Update Public Health management on a scheduled basis.
- Attend and present as needed at Office of Information Resource Management Project Review Board meetings.
- Manage the project budget, track expenditures against budget and report variances on an ongoing basis.
- Prepare work tasks for completion of the project. Coordinate with management teams within Jail Health Services and Public Health to identify and secure resources necessary to implement an EHR system.
- Serve as the primary contact with the vendor(s); coordinate vendor activities for additional resources when necessary.
- Present information about the EHR project and its impacts and benefits to various constituencies in and outside of Jail Health Services and Public Health.
- Other duties as assigned.

QUALIFICATIONS:

- A bachelor's degree in computer science, business, or health related field.
- Five years of demonstrated skill and knowledge in project management of large information systems and technical projects from vision through implementation preferably of health/EHR related systems.
- A working knowledge of project management techniques, including all phases of a project life cycle.
- Knowledge of information systems, including analysis, design, development, implementation, maintenance, documentation, and training procedures and practices.
- Demonstrated skill and knowledge of business process re-engineering processes and implementation of business process changes successfully.
- Demonstrated skill and knowledge with coordination of staff and contractors engaged in the implementation of off-the-shelf packages.
- Demonstrated skill and knowledge in conflict resolution and negotiation.

- Demonstrated skill and knowledge in leading multi-disciplined work teams.
- Must have health care/clinical background necessary to interface with Jail Health clinical staff. Five or more years of work-demonstrated skill and knowledge in health related environment.
- Knowledge of medical terminology, a medical records background, clinical information systems or practice management experience.
- Demonstrated skill and proficiency in use of project management software, and Microsoft Office Suite.
- Strong analytical and financial skills
- Strong planning and implementation skills
- Must be able to communicate orally and in writing to a wide range of individuals.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Current Washington State driver's license or the ability to travel through King County in a timely manner.

UNION MEMBERSHIP: This is a non-represented position.

SEQUENCE NUMBER: 81-4040-9298